

The City of Torrance is Hiring for:



Permit Technician I

\$21.51–27.45 per hour

The City of Torrance is seeking a Permit Technician I to perform responsible technical work in the review, processing, and issuance of a variety of permits such as building permits, development review permits, zoning and business license information; and performs administrative support duties and a variety of specialized tasks of a technical nature and does related work as required.

Minimum Qualifications

Any combination of education and experience that provide the knowledge and skills would be qualifying. A typical way to obtain the knowledge and skills would be:

Graduation from high school or possession of a GED Certificate; one (1) year of experience with a municipal building department's permit processing function or similar experience at a public counter with an emphasis on customer service; and a valid Class C California driver's license.

Completion of courses from a vocational school or college related to this field such as Public Works Inspection, Computer-aided Architectural Drafting, Principles of Engineering Technology, Blueprint Reading, the Uniform Building Code, and Bookkeeping and Accounting is highly desirable.

Ideal Candidate

The ideal team player, in addition to the minimum requirements will:

- Have exceptional customer service skills.
- Have good interpersonal skills.
- Have a high degree of initiative.
- Be resourceful and reliable.
- Have the ability to interpret and explain codes, regulations, and laws.
- Work independently and shift priorities as appropriate.
- Be familiar and comfortable in utilizing computers.
- Have the ability to work in a fast paced environment.

How to Apply

Interested candidates must submit an online application and supplemental questionnaire on which is available at www.TorranceCA.Gov/Jobs. The application filing period begins Tuesday, **April 26, 2016 at 7:30 a.m.** and closes on Tuesday, **May 10, 2016 at 5:30 p.m.** Only those candidates who are **Best** qualified will be invited to participate in the examination process. This will consist of the following:

Written Examination– 50%
Oral Interview– 50%

The test dates are to be determined. Please visit our webpage under Recruitment Status for updates and current status.

Benefits

- 9/80 work schedule.
- Excellent Health, Dental, Vision plans, and Life Insurance.
- Tuition Reimbursement Program.
- Paid vacation, sick leave, and thirteen paid holidays.
- Interest-free computer loan program.
- Flexible spending which provides tax-free options for medical, dental, and child care expenses.
- Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS) which is funded through contributions from both the employer and employee.
- Deferred Compensation Plan available
- Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare.

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Applicants with disabilities who require special testing arrangements must contact the Human Resources Division prior to the final filing date.

As a condition of employment, candidates must pass a background check and pre-employment medical examination.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.



Human Resources · 3231 Torrance Blvd. · Torrance, CA 90503
Phone: 310.618.2915 · Fax: 310.618.2995 · E-mail: jobinfo@TorranceCA.Gov



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**CITY OF TORRANCE
SUPPLEMENTAL APPLICATION FORM
PERMIT TECHNICIAN I
Job Code 16043527**

1. Do you have Customer Service experience at a public counter?
☐ Yes ☐ No

1b. If yes, how many years?
☐ Less than 1 year ☐ 1 to 3 years ☐ 3 to 5 years ☐ 5 years or more
2. Have you completed courses at a vocational school or college?
☐ Yes ☐ No

2b. If yes, how many units?
☐ Less than 12 units ☐ 12 to 24 units ☐ 24 to 60 units ☐ 60 units and more
3. Please provide the course titles that you have completed.
4. Do you have experience working in a municipal building department permit center?
☐ Yes ☐ No

3b. If yes, how many years?
☐ Less than 1 year ☐ 1 to 3 years ☐ 3 to 5 years ☐ 5 years or more
5. Do you have experience with permit processing?
☐ Yes ☐ No

4b. If yes, how many years?
☐ Less than 1 year ☐ 1 to 3 years ☐ 3 to 5 years ☐ 5 years or more
6. Do you have experience in explaining or interpreting rules, policies, codes, regulations or similar information?
☐ Yes ☐ No

5b. If yes, how many years?
☐ Less than 1 year ☐ 1 to 3 years ☐ 3 to 5 years ☐ 5 years or more
7. Please describe your experience explaining or interpreting codes, regulations or similar information.
8. Do you have experience reading Blue Prints?

☐ Yes ☐ No

7b. If yes, how many years?
☐ Less than 1 year ☐ 1 to 3 years ☐ 3 to 5 years ☐ 5 years or more
9. I certify that the information I have provided is true and accurate to the best of my knowledge. I understand that this information is subject to verification with my former employers, and that misrepresentation may cause me to forfeit all opportunities to be considered for employment with the City of Torrance.